

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HEALTH PROFESSIONS**  
**BOARD OF PSYCHOLOGY**

**TITLE OF REGULATIONS: 18 VAC 125-20-10 et seq.**

**REGULATIONS GOVERNING THE PRACTICE OF PSYCHOLOGY**

**STATUTORY AUTHORITY: §54.1 of the Code of Virginia**

**Proposed Regulation**

**Adopted August 11, 2000**

**18 VAC 125-20-30. Fees required by the board.**

A. The board has established fees for the following:

|   |              |
|---|--------------|
| 1. Registration of residency (per residency request) .....              | \$50         |
| 2. Add or change supervisor .....                                       | \$25         |
| 3. Application processing and initial licensure .....                   | \$200        |
| 4. Biennial renewal of <u>active</u> license.....                       | \$225        |
| <u>5. Biennial renewal of inactive license .....</u>                    | <u>\$115</u> |
| <del>5</del> 6. Late renewal .....                                      | \$80         |
| <del>6</del> 7. Verification of licensure to another jurisdiction.....  | \$25         |
| <del>7</del> 8. Duplicate license .....                                 | \$5          |
| <del>8</del> 9. Additional or replacement wall certificate.....         | \$15         |
| <del>9</del> 10. Returned check.....                                    | \$25         |
| <del>10</del> 11. Reinstatement of a lapsed license .....               | \$270        |
| <del>11</del> 12. Reinstatement following revocation or suspension..... | \$500        |
| <u>13. Continuing education provider review fee.....</u>                | <u>\$200</u> |

B. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the board. All fees are non-refundable.

C. Examination fees shall be established and made payable as determined by the board.

**18 VAC 125-20-120. Biennial renewal of licensure.**

Every license issued by the board shall expire on the last day of the licensee's birth month of each even-numbered year.

1. Every licensee who intends to continue to practice shall, on or before the expiration date of the license, submit to the board a license renewal application on forms supplied by the board and the renewal fee prescribed in 18 VAC 125-20-30.

2. Beginning with the 2004 renewal, licensees who wish to maintain an active license shall pay the appropriate fee and document on the renewal form compliance with the continuing education requirements prescribed in 18 VAC 125-20-121. First-time licensees are not required to document continuing education on the first renewal date following initial licensure

3. A licensee who wishes to place his license in inactive status may do so upon payment of the fee prescribed in 18 VAC 125-20-30. No person shall practice

psychology in Virginia unless he holds a current active license. An inactive licensee may activate his license by fulfilling the reactivation requirements set forth in 18 VAC 125-20-130.

4. Licensees shall notify the board office in writing of any change of address. Failure of a licensee to receive a renewal notice and application form from the board shall not excuse the licensee from the renewal requirement.

**18 VAC 125-20-121. Continuing education course requirements for renewal of an active license.**

A. After January 1, 2004, licensed psychologists shall be required to have completed a minimum of 14 hours of board-approved continuing education courses each year for a total of 28 hours for each biennial licensure renewal. A minimum of three of these hours shall be in courses that emphasize the ethics, standards of practice or laws governing the profession of psychology in Virginia.

B. For the purpose of this section, “course” means an organized program of study, classroom experience or similar educational experience that is directly related to the practice of psychology and is provided by a board-approved provider that meets the criteria specified in section 18 VAC 125-20-122. At least half of the required hours shall be earned in face-to-face educational experiences.

C. Courses must be directly related to the scope of practice in the category of licensure held. Continuing education courses for clinical psychologists shall emphasize, but not be limited to, the diagnosis, treatment and care of patients with moderate and severe mental disorders.

D. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

E. The board may grant an exemption for all or part of the continuing education requirements for one renewal cycle due to circumstances determined by the board to be beyond the control of the licensee.

**18 VAC 125-20-122. Continuing education providers.**

A. The following organizations are recognized by the board as providers of continuing education:

1. Any board-approved psychological association

2. Any board-approved association or organization of mental health, health or psychoeducational providers.
3. Any board-approved association or organization providing courses related to forensic psychology.
4. Any regionally accredited institution of higher learning.
5. Any governmental agency or facility that offers mental health, health or psychoeducational services.
6. Any licensed hospital or facility that offers mental health, health or psychoeducational services.

B. Course providers not listed in subsection A may apply for approval by the board as continuing education providers.

1. To be considered for board approval, a continuing education provider shall submit:

- a. Documentation of an instructional plan for continuing education courses that are primarily psychological in nature with systematized instruction provided by licensed psychologists or other licensed mental health service providers; and
- b. The provider review fee set forth under 18 VAC 125-20-30.

2. Board approval of continuing education providers under this subsection shall expire two years from the date of issuance, and may be renewed upon submission of documentation and provider review fee as required by the board.

C. Continuing education providers approved under subsections A or B or this section shall:

1. Document and maintain records of licensee attendance and completion of courses for a period of four (4) years.
2. Monitor attendance at classroom or similar face-to-face educational experiences.
3. Provide a certificate of completion for licensees who successfully complete a course.

**18 VAC 125-20-123. Documenting compliance with continuing education requirements.**

A. All licensees in active status are required to maintain original documentation for a period of four years.

B. After the end of each renewal period, the board may conduct a random audit of licensees to verify compliance with the requirement for that renewal period.

C. Upon request, a licensee shall provide documentation as follows:

1. Official transcripts showing credit hours earned from an accredited institution; or
2. Certificates of completion from approved providers.

D. Compliance with continuing education requirements, including the maintenance of records and the relevance of the courses to the category of licensure is the responsibility of the licensee. The board may request additional information if such compliance is not clear from the transcripts or certificates.

E. Continuing education hours required by disciplinary order shall not be used to satisfy renewal requirements.

**18 VAC 125-20-130. Late renewal; reinstatement, reactivation.**

A. A person whose license has expired may renew it within two years after its expiration date by paying the penalty fee prescribed in 18 VAC 125-20-30 and the license renewal fee for the biennium the license was not renewed.

B. A person whose license has not been renewed for two years or more and who wishes to resume practice shall:

1. Present evidence ~~satisfactory~~ to the board of having met all applicable continuing education requirements equal to the number of years the license has lapsed, not to exceed four years. ~~regarding continued competency to perform the duties regulated by the board;~~
2. ~~Upon approval for reinstatement,~~ Pay the reinstatement fee as prescribed in 18 VAC 125-20-30; and
3. Submit verification of any professional certification or licensure obtained in any other jurisdiction subsequent to the initial application for licensure.

C. A psychologist wishing to reactivate an inactive license shall submit the renewal fee for active licensure minus any fee already paid for inactive licensure renewal, and document completion of continued competency hours equal to the number of years the license has been inactive, not to exceed four years.

**18 VAC 125-20-160. Grounds for disciplinary action or denial of licensure**

A. The board may take disciplinary action or deny a license for any of the following causes:

1. Conviction of a felony, or a misdemeanor involving moral turpitude;
2. Procuring of a license by fraud or misrepresentation;

3. Misuse of drugs and/or alcohol to the extent that it interferes with professional functioning;
4. Negligence in professional conduct or violation of practice standards including but not limited to this chapter;
5. Performing functions outside areas of competency;
6. Mental, emotional, or physical incompetence to practice the profession; ~~or~~
7. Failure to comply with the continued competency requirements set forth in this chapter; or
- ~~7.~~ 8. Violating or aiding and abetting another to violate any statute applicable to the practice of the profession regulated or any provision of this chapter.